

I certify that I have read this complete 403(b) Salary Reduction Agreement, including the terms below, and understand my responsibilities as an Employee under this Plan. I request that the Employer take the actions specified in this agreement. I understand that all rights under the annuities or custodial accounts established by me under this Plan are enforceable solely by my beneficiaries, my authorized representative, or myself

The Employee understands and agrees to the following 403(b) Salary Reduction Agreement terms and conditions:

1. Employee is responsible for setting up and signing the legal documents to establish annuity contracts and custodial accounts with a 403(b) Service Provider prior to signing this agreement. Information on the enrollment steps and available providers listed are online at [www.ncompliance.com](#) are to be established and maintained directly between the Employee and Service Provider(s).
3. The Employee agrees that the Employer shall have no liability whatsoever for any and all losses suffered by Employee with regard to the selection of annuities and/or custodial accounts; their terms; the selection of insurance or regulated investment companies; the financial condition, operation of, or benefits provided by, said insurance or regulated investment companies selected by the Employee; selection and purchase of shares of regulated investment companies.
4. The Employee acknowledges that the Employer has made no representation regarding the advisability, appropriateness, or tax consequences of the purchase of any annuity contract(s) and/or custodial account(s) available from any Service Provider.
5. The Employee acknowledges that certain rules and regulations apply to contributions, distributions, hardship withdrawals, loans, and other transactions associated with 403(b) TSA accounts and accepts full responsibility for meeting the terms of such rules and regulations. For assistance with transactions, please contact the Compliance Administrator, via [www.ncompliance.com](mailto:FRQWDFW & DUUXWK & RPSOLDQFH & RQVXOWLQJ@WKH.com)
6. The Employee is responsible for naming a death beneficiary under annuity contracts and custodial accounts at the time the account is established, and reviewing the designation periodically.
7. The Employee is responsible for monitoring annuity contract or custodial account activity regularly for accuracy (e.g., deposits of your contributions) and if a problem arises, the Employee is to contact the Employer or Carruth Compliance

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[www.ncompliance.com](http://www.ncompliance.com)

8. The Employee is responsible for complying with the applicable IRC contributions limits. Elective deferral limits are taxpayee specific and apply to all elective deferrals to various types of employer sponsored retirement saving plans, including 403(b), 401(k), SEP IRA, and SIMPLE IRA. If the Employee is participating in multiple plans of these types the Employee should consult a tax professional
9. Employer agrees to contribute the amounts specified to the employee.